



# Mansfield Middle School

205 Spring Hill Road  
Storrs, CT 06268  
(860) 429-9341

Mrs. Eileen Melody/Mrs. Kristina Lee,  
School Counselors

November, 2011

Dear Parents and Guardians of 7<sup>th</sup> grade students,

With the first quarter report cards having been distributed in early November, some families may wish to meet with teachers to discuss their student's progress. The 7<sup>th</sup> Grade Team will be available for parent/teacher conferences on Monday, November 21, from 1:00-3:30 PM, and Tuesday, November 22, from 5:30-8:00 PM, in the cafeteria.

Whenever possible, we like 7<sup>th</sup> grade students to take an active role in their education by being present at these conferences to discuss their progress. We encourage families to bring their 7<sup>th</sup> grader to the conferences. Students will have already completed a survey about their perceptions of their academic performance (these will be available when you check in). They will serve as a springboard for our discussions at the conference.

Please complete the information on the attached Conference Request Information Sheet by Wednesday, November 16, 2011, and return it via your student to the homeroom teacher.

You will receive an appointment confirmation time via email from your child's school counselor, so please provide a current email address on the attached information sheet. Thank you very much for your cooperation. We look forward to working with your student to build his/her confidence as a learner.

Sincerely,

Mrs. Eileen Melody, School Counselor  
[melodyem@mansfieldct.org](mailto:melodyem@mansfieldct.org)  
429-9341, Extension 110

Mrs. Kristina Lee, School Counselor  
[leekm@mansfieldct.org](mailto:leekm@mansfieldct.org)  
429-9341, Extension 109

Support Service Teachers will be available for drop-in conferences during scheduled conference times.

Terri Beck, Special Education – 7<sup>th</sup>/8<sup>th</sup> – Room 305  
Carrie Holman Special Education 7<sup>th</sup>/8<sup>th</sup> – Room 301  
Bill Vanderrest, Math Academic Spt. – Rm 111

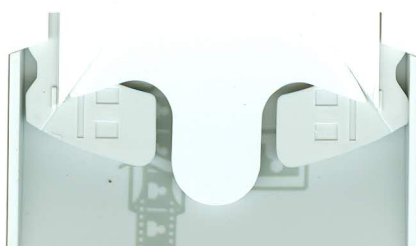
Sharon Cline, Special Education – 7<sup>th</sup>/8<sup>th</sup> - Room 313  
Diane Jobes, Reading Academic Spt, - Rm 111

World Language Teachers will be available for drop-in conferences during scheduled conference times:

Gayle Hightower - Latin – Room 201  
Ana Roman - Spanish – Room 99

Lisa Morrill - German – Library Media Ctr Clrm.  
Yalibi D'Addario - French – Room 100

**SPECIAL NOTE: Families, we encourage your participation in our "HEAP OF THANKS" Bulletin Board located outside the School Counseling Offices, Rms. 109/110. Write down on colorful leaves what you are thankful for and we will staple your leaf to our HEAP!**



GRADE 7  
CONFERENCE REQUEST INFORMATION SHEET

STUDENT'S NAME: \_\_\_\_\_ HR \_\_\_\_\_

Please check the appropriate box below:

- ☐ At this time, I feel comfortable with the informal conference times/phone calls/planbook/communication so that I do not need a conference with my child's teachers.
- ☐ I would like to schedule a conference on Monday afternoon, November 21, 2011.
- ☐ I would like to schedule a conference on Tuesday evening, November 22, 2011.
- ☐ I am also scheduling a conference for another child in Grade \_\_\_\_.

Please complete the portion below. You may sign up to discuss up to three different subject areas with your child's core teachers. Rank in order of priority. Please list comments/areas so that teachers are prepared to discuss your child's needs as it is a 10 minute conference.

Rank #1, #2, and #3 in the boxes below:

☐ S.Donforth- Science

Comment: \_\_\_\_\_

☐ S.Donforth- Literature

Comment: \_\_\_\_\_

☐ M. Jones- Algebra

Comment: \_\_\_\_\_

☐ M. Jones- Math

Comment: \_\_\_\_\_

☐ D. Koropatkin- Literature

Comment: \_\_\_\_\_

☐ D. Koropatkin- Language Arts

Comment: \_\_\_\_\_

☐ K. Erhard/J. McMunn- Social Studies

Comment: \_\_\_\_\_

☐ K. Erhard/J. McMunn- Language Arts

Comment: \_\_\_\_\_

☐ P. Bain- Science

Comment: \_\_\_\_\_

☐ P. Bain- Social Studies

Comment: \_\_\_\_\_

☐ E. Poller- Math

Comment: \_\_\_\_\_

☐ E. Poller- Social Studies

Comment: \_\_\_\_\_

☐ K. English- Language Arts

Comment: \_\_\_\_\_

☐ K. English - Literature

Comment: \_\_\_\_\_

Parent/Guardian Name (PLEASE PRINT): \_\_\_\_\_

Email address: \_\_\_\_\_ @ \_\_\_\_\_

If no email address is available, please provide a cell phone #:

\_\_\_\_\_

